

SAMPLE COVER LETTER FORMAT

Your street address
City, state and zip code

January 1, 2016

Mr./Ms./Dr./Prof. first and last name of person
Position or title
Name of organization
Street address of organization
City, state and zip code

Dear Mr./Ms./Dr./Prof. last name of addressee:

INTRO PARAGRAPH (WHO YOU ARE, WHAT YOU WANT, CONNECTION TO EMPLOYER)

- Introduce yourself (Year in school, name of law school)
- Identify what position you are applying for and how you learned of the position
- Briefly state why you would be a great fit for the position (1-2 sentences at most)

SECOND AND THIRD PARAGRAPHS (INTEREST IN EMPLOYER AND SKILLS *RELATED TO THE POSITION*)

- Particularly for public sector jobs, briefly mention your interest in the employer and/or practice area
- Keeping the job description in mind, discuss previous work experience, as well as degrees/ certificates/ or other credentials, volunteer experience, leadership positions, student activities, and/or relevant coursework
- Provide specific examples demonstrating how you acquired certain skills
- Emphasize strengths, not weaknesses

FOURTH PARAGRAPH (CONCLUSION, CONTACT INFO AND NEXT STEPS)

- Briefly reiterate why you would be a great fit for the position
- Mention attached resume or writing samples
- Include your contact information (email and phone number)
- Thank the reader

Sincerely,
Your Name